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SUBJECT: A&F Bulletin 10 - Use of State Vehicles by Executive Agencies

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The Executive Office for Administration and Finance (A&F) has determined that, in keeping with the Administration's commitment to efficient and cost-effective state government, new policies for vehicle use and domicile approval are necessary. Effective January 1, 2004, the following new guidelines regarding use of state vehicles and acceptable reasons for domicile usage are to be implemented. Any exceptions to these policies must be requested in writing by the affected agency head and submitted to the Secretary of A&F for written approval.

**A. Use of State Vehicles**

1. Generally state employees should be encouraged whenever possible to use their personal vehicles when performing state business. State employees will only have access to a state vehicle in the following circumstances:
  - a. The agency head determines that the employee has no personal car reasonably available to him or her (e.g. the employee regularly uses public transportation to get to and from work and needs to get to a meeting off site), *or*
  - b. It is anticipated that the state employee will have need to regularly drive a vehicle on state business more than 10,000 non-commuting miles per year, *or*
  - c. The scope of the employee's duties requires him or her to use a special purpose state vehicle. Examples of special purpose state vehicles would include specially equipped vans such as those used by DMR, special law enforcement equipped vehicles used by DOC or the state police, pick-up trucks, etc.
2. State employees who use their personal vehicle for non-commuting state business will be reimbursed at the state's standard reimbursement rate as set from time to time by A&F (currently \$0.28 cents per mile). Agencies will have the discretion to additionally reimburse reasonably necessary parking costs and tolls (to the extent there is no state parking facility available and mass transit is not a reasonable alternative). (Prior to making any changes to current reimbursement rates or policies for unionized employees, each agency should check with OER since these policies may be subject to collective bargaining.)
3. Access to a state furnished vehicle as authorized above shall be through either a departmental motor pool, the state motor pool (currently at the Hurley building), or through a state-approved rental vendor (OSD is currently investigating replacing the OVM motor pool with a national account vendor). In limited circumstances, an employee may be assigned a vehicle with domicile privileges (see "B" below).

4. Agencies are required to review their existing use of state vehicles, and to identify those vehicles that are not needed, pursuant to the above guidelines. General-purpose vehicles that are driven less than 12,500 miles per year shall be presumed unnecessary and the agency must contact OVM to arrange for their retirement or redeployment.

## **B. Domicile Privileges**

1. In certain limited circumstances, state employees may be authorized to take a state vehicle home at the end of business hours. In order for a state employee to obtain domicile privileges, such employee and his/her agency must demonstrate to their secretariat and to the Secretary of Administration and Finance that there is both:
  - a. Significant, regular business need for a state vehicle, *and*
  - b. Significant efficiency in taking a vehicle home rather than pickup/drop off of such a state vehicle as needed at a designated location.

***The availability of a domiciled state vehicle as a component of an employee's compensation package is not under any circumstances an acceptable reason for domicile privileges.***

2. Factors to be considered in determining regular, significant state business need for a domiciled state vehicle (as opposed to reimbursed use of a personal vehicle) are either:
  - a. Total miles traveled yearly on state business are in excess of 10,000 miles, or
  - b. The state employee's duties require a specialized state vehicle.
3. Factors to be considered in determining whether domicile travel is more efficient than drop-off/pick-up are:
  - a. Whether the state employee regularly reports to a designated office daily in connection with his/her regular duties requiring use of a state vehicle, or
  - b. In the case of a special purpose state vehicle only, whether he/she will be using his/her special purpose vehicle to respond to off-duty emergencies.

For purposes of authorizing domiciled travel, the possibility of a state employee being called out after hours for state business will no longer be a factor unless a special purpose vehicle is required, i.e., state police cruiser, haz-mat vehicle, etc.

4. The process for annual domicile approval is as follows:
  - a. Departments must send a letter to the Office of Vehicle Management's (OVM) Fleet Administrator requesting domicile approval by November 30 of each calendar year. The letter must consist of:
    - Specific justifications for domicile travel, including any need for a special-purpose vehicle and the number of miles expected to be driven annually;
    - The driver's position, title, name and license number;
    - The number of vehicle(s) requested;
    - The state plate number(s) of each vehicle;

- The year, make and model of each vehicle to be used for domicile; and
  - The length of time in which domicile travel is being requested (if less than the calendar year).
- b. Prior to sending detailed information to OVM, each department ***must have approval from their Cabinet Secretary.***
  - c. Once the Fleet Administrator has reviewed the domicile-approval requests, a summary of the requests will be forwarded to A&F for final review and approval.

### **C. Purchase of New Light-Duty Vehicles; Fuel Efficiency; Emissions**

It is the goal of the Administration (1) to reduce the overall size of the state vehicle fleet, (2) to improve the overall fuel-efficiency of the state motor vehicle fleet to exceed the Federal average Corporate Average Fuel Economy (CAFE) standard (currently 24.7 combined mpg), (3) to decrease the pollution emissions of the state fleet by increasing fuel efficiency and embracing cleaner technologies, and (4) to purchase vehicles which provide the best value on a total ownership cost basis.

To increase fuel efficiency, all agencies are encouraged to consider fuel-efficient alternatives to their current vehicle fleet. In addition to alternative fuels such as CNG and hybrid, where appropriate, agencies are expected to limit 4-wheel drive vehicles to those absolutely necessary for emergency or off-road response, and to consider smaller, lower powered passenger vehicles or light-duty pick-up trucks in lieu of SUVs, large passenger vehicles, and large trucks.

To decrease emissions, agencies will be expected to acquire, whenever practical, low-emission vehicles and are encouraged to consider alternative fuel vehicles and hybrids (including as necessary to comply with the federal Energy Procurement Act and EO 388 (Dedicated Alternative Fuel Vehicles)).

To further such goals:

1. All new acquisitions (including purchases, leases or rentals) of any state light-duty vehicle (sedan, van or truck) by *any* Executive Agency will be subject to approval by OVM and the Secretary of Administration and Finance as to the operational needs of the vehicle and the agency. It will be expected that each new vehicle will replace at least one existing vehicle in the agency's fleet.
2. All agencies will be required to purchase the most economical, fuel efficient and low-emission vehicles appropriate to the mission. Unless a need is clearly demonstrated otherwise, the goal will be to have *all* new vehicles achieve a *minimum* of 20 mpg (estimated city) and to be Ultra Low Emission Vehicles (ULEV) or better. OVM will periodically review these standards with the goal being to exceed the Federal CAFE standards for the state fleet.
3. Agencies are encouraged to limit the number of and utilization of fuel in efficient/high emission vehicles to only those necessary to meet the required mission of the agency. For example, in order for an agency to purchase a state owned SUV or 4x4 truck, the need to have either *off-road capacity* or *all-weather emergency response* must be demonstrated. Specifically, the desire for non-emergency personnel to drive in inclement weather will no longer be justification for the purchase of a 4x4 vehicle. To the extent that agencies desire to have 4x4 emergency response or off-road vehicles available within their agency, they must have a plan to limit the number of such vehicles to the extent possible (e.g. by having a limited number of such vehicles available for each office, etc.)
4. Each agency will coordinate with OVM the actual sourcing of the vehicle, its financing, delivery, and maintenance; however, in ***all cases*** authorization from the Secretary of A&F for the expenditure is

required *prior* to committing to the acquisition of the vehicle. A&F's capital group will work with OVM to maximize the most appropriate capital source if capital is needed for vehicle purchases, with agencies being expected to reimburse OVM through agency charge-backs for the carrying cost of all vehicle purchases that are made through OVM. OVM will work with agencies to source vehicles that provide the best value for the Commonwealth on a total ownership cost basis.

5. Availability of alternative funds for vehicle purchases (such as federal grants or trust funds) is not determinative of purchase approval. Federal or trust funding will be one factor in the purchase decision, but vehicles funded in whole or in part by federal or trust funds must still be necessary and appropriate within the above guidelines, and all such new vehicles will generally still be expected to replace existing state vehicles that are due for retirement or redeployment.

Eric A. Kriss, Secretary  
Executive Office for Administration and Finance